

**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP or Choice)
SCHOOL REGISTRATION CHECKLIST
2017-18 SCHOOL YEAR**

Please complete the checklist below to ensure all required forms, documents and the auditor fee are received **by January 10, 2017**. New or continuing schools that fail to meet the registration deadline will not be permitted to participate in the PSCP in the 2017-18 school year.

Notice of School's Intent to Participate

- 1.____ The school's Choice administrator has electronically completed all required information on the Notice of School's Intent to Participate Form.
- 2.____ The "Agreement/Signatures Section" has been electronically completed/signed by the Choice administrator indicating the administrator agrees that compliance with program requirements constitutes a condition of receipt of funding under the Choice program.

Random Selection Plan

3. Complete one of the following:
 - a. ____ The Choice administrator has electronically completed the voluntary agreement on random selection process.
 - b. ____ The school has submitted its own random selection plan for review and approval by the state superintendent.
 - c. ____ The school will only participate in the Wisconsin Parental Choice Program, therefore, a plan is not required.

Letter on Student Rights

- 4.____ The Choice administrator has read the letter from State Superintendent Tony Evers.
- 5.____ The Choice administrator has electronically completed the acknowledgement.

Auditor Fee and Form

- 6.____ The Auditor Fee Form is completed and the form along with a cashier's check made payable to the Department of Public Instruction in the amount of \$500 has been mailed to the DPI Business office. Mail or Deliver the Auditor Fee Form and Cashier's Check to:

If Mailed:

Wisconsin Department of Public Instruction
Attn: Business Office
P.O. Box 7841
Madison, WI 53707-7841

If Delivered:

Wisconsin Department of Public Instruction
Attn: Business Office
125 South Webster Street
Madison, WI 53707-3474

Note: New schools that registered on August 1, 2016 and paid the auditor fee at that time are not required to pay an additional fee. The fee paid on August 1, 2016 for participation in the 2017-18 school year satisfies the auditor fee requirement for the 2017-18 school year.

Designee Authorization Form

7. Complete one of the following:

- a. ____ The Designee Authorization Form is completed, if the school intends to allow anyone other than the Choice administrator to sign and verify student applications and use the on-line application system.
- b. ____ The Designee Authorization Form is not completed because only the Choice administrator is authorized to verify student applications and use the on-line application system.
- c. ____ Continuing Schools Only: There are no modifications to the Designee Authorization Form that was submitted last year. The current designees remain effective for the 2017-18 school year.

Hours of Instruction Report—New Schools Only

- 8. ____ The Hours of Instruction Report is complete, signed, and submitted to the department by email or mail.
- 9. ____ The report indicates the school meets the required hours of instruction.

Continuing Schools must submit the Hours of Instruction Report by May 1, 2017.

Intent to Offer Summer School Survey

- 10. ____ If the school will offer summer school for Choice students during the summer of 2017, the school has completed and submitted the Intent to Offer Summer School Survey.